A

QUICK REFERENCE TO LTCH CARE FILE SUBMISSIONS, SUBMISSION STATUS, AND VALIDATION REPORTS

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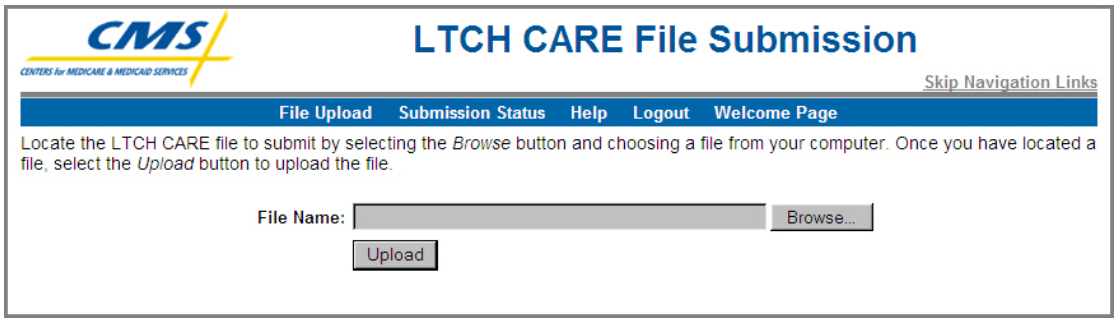
FILE SUBMISSION

1. Log in to the LTCH CARE File Submission system using your individual user ID. Upon successful login to the LTCH CARE File Submission system, the **File Upload** page (Figure A-1) is presented.

Figure A-1. LTCH CARE File Submission File Upload Page


LTCH CARE File Submission
Skip Navigation Links
File Upload
Submission Status
Help
Logout
Welcome Page
Locate the LTCH CARE file to submit by selecting the Browse button and choosing a file from your computer. Once you have located a file, select the Upload button to upload the file.
File Name:
Browse...
Upload

2. Select the **Browse** button to locate the LTCH CARE file you wish to submit. Select (highlight) the zipped submission file and then select the **Upload** button to upload the file.
3. Once the QIES ASAP LTCH CARE File Submission system successfully receives the submission file, a pop-up dialog box (Figure A-2) opens notifying you that the upload was completed.

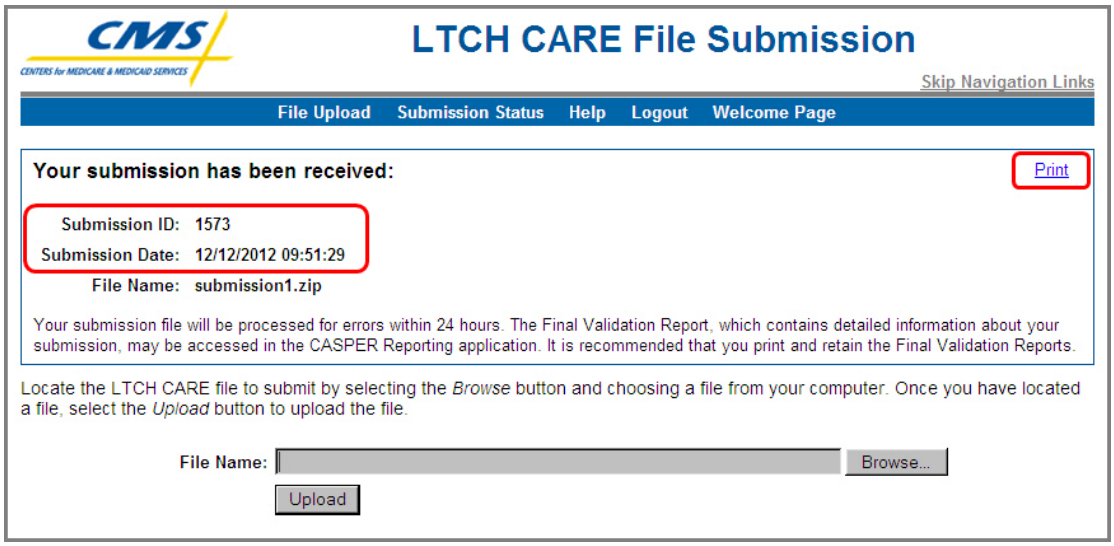
Figure A-2. Upload Completed Pop-Up Dialog Box

NOTE: The "Upload Completed" message merely indicates the QIES ASAP system received the uploaded file. It does NOT indicate the file was processed or the records were edited and accepted by the QIES ASAP system. Refer to the **Submission Status** page of the LTCH CARE File Submission system to determine if the file processing completed.

4. Select the **OK** button. The pop-up dialog box closes. You are returned to the **File Upload** page (Figure A-3) that now displays a "Your submission has been received" message and identifies the system-assigned Submission ID, the date and time of the submission, and the name of the file you submitted. Select the Print link from the right-hand side of the page to print and retain this information for future reference.

NOTE: It is important that you know the Submission ID and Submission Date/Time associated with the file you just submitted. You must use this information in subsequent steps of the submission file validation process.

Figure A-3. Your Submission Has Been Received Message


LTCH CARE File Submission
Skip Navigation Links
File Upload
Submission Status
Help
Logout
Welcome Page
Your submission has been received:
Print
Submission ID: 1573
Submission Date: 12/12/2012 09:51:29
File Name: submission1.zip
Your submission file will be processed for errors within 24 hours. The Final Validation Report, which contains detailed information about your submission, may be accessed in the CASPER Reporting application. It is recommended that you print and retain the Final Validation Reports.
Locate the LTCH CARE file to submit by selecting the Browse button and choosing a file from your computer. Once you have located a file, select the Upload button to upload the file.
File Name:
Browse...
Upload

NOTE: Once a file is successfully submitted, please note that it may take up to 24-hours for processing to complete. When processing is complete, return to the LTCH CARE File Submission system to verify the status of the file and then proceed with locating the LTCH Provider Final Validation report in the CASPER Reporting application.

FILE SUBMISSION STATUS

To determine if your submission file was processed successfully, query the status of your submission in the following manner:

1. Log in to the LTCH CARE File Submission system using your individual user ID. Upon successful login to the LTCH CARE File Submission system, the **File Upload** page (Figure A-1, above) is presented.
2. Select the Submission Status link located on the menu bar on the LTCH CARE File Submission **File Upload** page. The **List of My Submissions** page (Figure A-4) is presented.

Figure A-4. List of My Submissions Page

The **List of My Submissions** page provides the following information:

- Submission ID – the unique ID assigned to the submission file
- Submission Date – the date and time that the submission file was received by the system.
- Submission File Name – the name of the submission file
- Total Record Count – the count of records contained in the submission file.
- Completion Date – the date and time that the file processing was complete.
- Status – the status of the file processing. The following status values may display:
  - *Waiting* - the submission file is waiting to be processed
  - *Processing* - the submission file is processing
  - *Error* - an error occurred during processing of the submission file
  - *Completed* - file submission processing is complete

3. Locate your submission file by the *Submission ID* assigned to it and verify that the *Status* is "Completed".
4. For submission files with a *Completed* status, note the number in the *Total Record Count* column.
    - When the ***Status* is "Completed" and the *Total Record Count* is zero (0)**, a system-generated LTCH Provider Final Validation report is NOT generated. The QIES ASAP system **cannot** produce a system-generated LTCH Provider Final Validation report. **No** LTCH Provider Final Validation report is available in your CASPER validation reports (VR) folder for this submission. Request the LTCH Submitter Final Validation Report to identify the severe error encountered.

NOTE: Subsequent sections of this document provide instructions for locating and/or running validation reports in the CASPER Reporting application.

When the Total Record Count is zero (0) the system was unable to unzip and extract records from the submitted file.

NOTE: If your hospital uses vendor software to create its submission files, you must notify the software vendor of these errors.

- When the ***Status* is "Completed" and the *Total Record Count* is greater than zero (0)**, the QIES ASAP system successfully unzipped and extracted one or more records from the file. You must review the system-generated LTCH Provider Final Validation report to verify that **all** records processed without error. The LTCH Provider Final Validation report is placed in your VR folder.

  If you cannot locate the LTCH Provider Final Validation report in your VR folder, the user who originally submitted the file can run an LTCH Submitter Final Validation Report with which you may verify the records of the submission file.

  Likewise, if one or more records of the submission file are missing from the LTCH Provider Final Validation Report, the user who originally submitted the file can run an LTCH Submitter Final Validation Report with which you may identify the errors that were encountered with those records. When records are missing from the system-generated LTCH Provider Final Validation Report it is because the QIES ASAP system was unable determine to which provider the records belonged and could not include them on the LTCH Provider Final Validation Report.

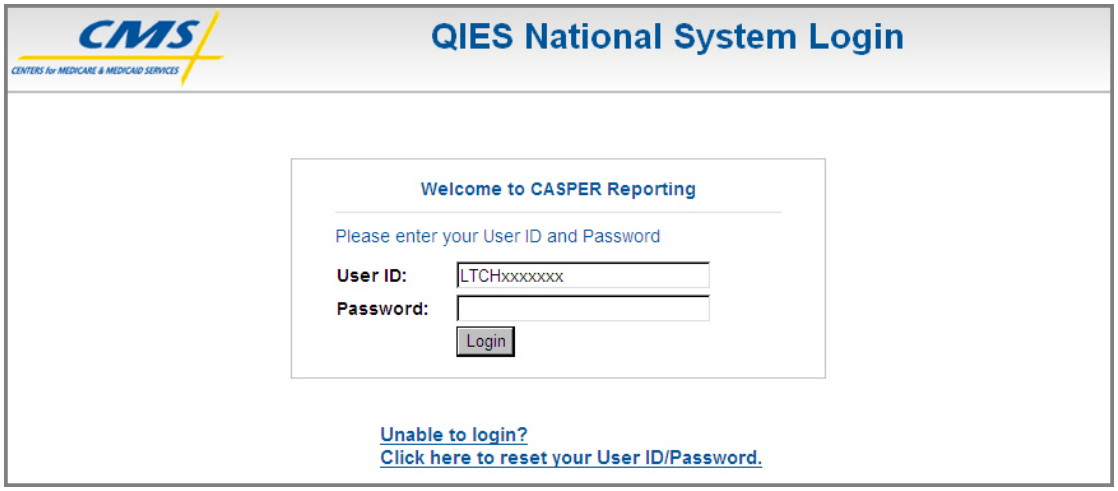
SYSTEM-GENERATED LTCH PROVIDER FINAL VALIDATION REPORT

The following steps detail how to view the system-generated LTCH Provider Final Validation report in the CASPER Reporting application:

NOTE: When the *Submission Status* is "Completed" and the *Total Record Count* is greater than zero (0), review the system-generated LTCH Provider Final Validation report to verify that all records processed without error.

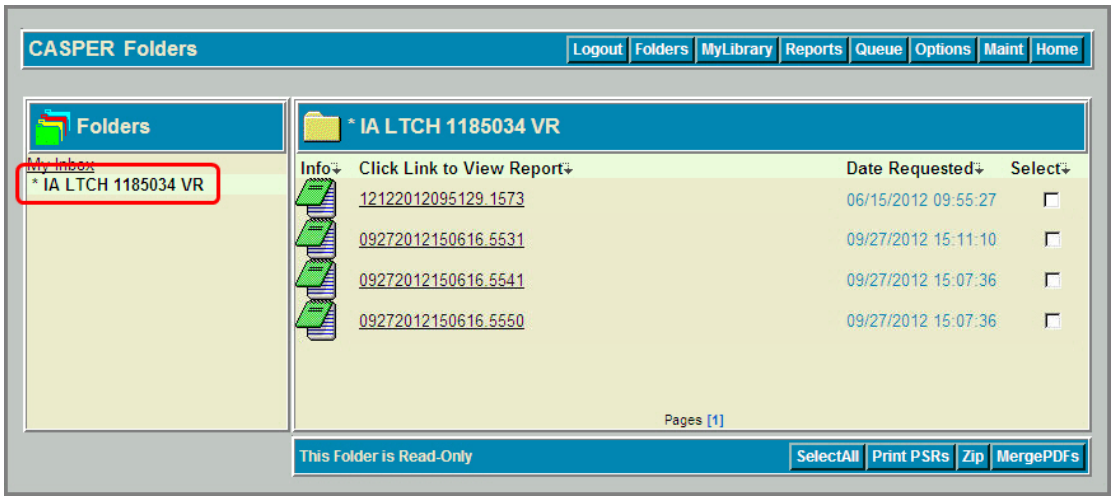
1. Log in to the CASPER Reporting application (Figure A-5) with your individual user ID and password. This is the same user ID and password with which you access the LTCH CARE File Submission system.

Figure A-5. CASPER Reporting Login Page



2. Select the **Folders** button located on the tool bar at the top of the page. The **CASPER Folders** page (Figure A-6) is presented. The folders available to you are along the left-hand side of the page.

Figure A-6. CASPER Folders Page – Validation Report Folder



3. Locate and select the folder with the naming structure of:

   [State Code] LTCH [Facility ID] VR

   Where:

   State Code = your 2-character state code

   LTCH = Long Term Care Hospital

   Facility ID = CMS-assigned facility ID used for submitting LTCH CARE records

   VR = Validation Report

4. With the VR folder selected, the main body of the **CASPER Folders** page lists the LTCH Provider Final Validation reports that were system-generated and are available for you to view. The report links are formatted as follows:

   [Submission Date & Time].[Submission ID]

NOTE: LTCH CARE reports are automatically purged after 60 days.

5. Select the report that corresponds to the submission file you wish to verify. Figure A-7 depicts a fictional system-generated LTCH Provider Final Validation report.

NOTE: When a submitted file cannot be unzipped or contains no records, the QIES ASAP system cannot generate an LTCH Provider Final Validation report and place it in your VR folder.
If an LTCH Provider Final Validation report was created but the number of records displayed is less than the number of records you submitted in the file, there were one or more records that could not be processed by the QIES ASAP system.
In either case, you must request the **LTCH Submitter Final Validation** report in order to identify the issues with the records that were not processed.

Figure A-7. System-Generated LTCH Provider Final Validation report

```
                        CMS Submission Report
                LTCH Provider Final Validation Report

Submission Date/Time:               12/12/2012 13:41:06
Submission ID:                      1561
Submitter User ID:                  [redacted]
Submission File Name:               submission1.zip
Submission File Status:             Completed
Processing Completion Date/Time:    12/12/2012 13:45:27

Facility ID (FAC_ID):               1185034
Provider Name:                      SELECT SPECIALTY HOSPITAL - QUAD CITIES
Provider CCN:                       162001
State Code:                         IA

# Records Processed:                2
# Records Accepted:                 1
# Records Rejected:                 1
# Duplicate Records:                0
# Records Submitted Without
  Provider Authority:               0
Total # of Messages:                4

--------------------------------------------------------------------------------
Record: 1                           Rejected

Name (A0500C, A): DOE, JANE
SSN (A0600A): [redacted]
Res_Int_ID: 0

Target Date: 10/20/2012             Type of Record (A0050): NEW RECORD
Asmt_ID: 19497                      RFA (A0250): 01
XML File Name:                      asmt_orig_id_2_new.xml

LTCH Item(s):                       A0600B
Data Submitted:                     [redacted]
Message Number/Severity:            -1005      FATAL
Message:                            Incorrect Format: If the first character
                                    is alphabetic, then there must be 1, 2,
                                    or 3 alphabetic characters followed by 6
                                    or 9 numbers, up to the length of the
                                    item.

--------------------------------------------------------------------------------
Record: 2                           Accepted

Name (A0500C, A): DOE, JOHN
SSN (A0600A): ^
Res_Int_ID: 20324604

Target Date: 10/20/2012             Type of Record (A0050): NEW RECORD
Asmt_ID: 19496                      RFA (A0250): 01
XML File Name:                      asmt_orig_id_1_new.xml

LTCH Item(s):                       A0050, Z0500B, Submission Date
Data Submitted:                     1, 10/20/2012, 12/12/2012
Message Number/Severity:            -3810      WARNING
Message:                            Record Submitted Late:  The submission
                                    date is more than 7 days after Z0500B
                                    for this new (A0050 equals 1) record.

--------------------------------------------------------------------------------

This report may contain privacy protected data and should not be released to
the public.
--------------------------------------------------------------------------------
```

NOTE: For more information about the LTCH Provider Final Validation reports that are available to long term care hospitals, refer to the *LTCH CARE Provider Reports* (Section 3) of the CASPER Reporting User's Manual for LTCH Providers. This manual is available on the **LTCH CARE System Welcome** page.

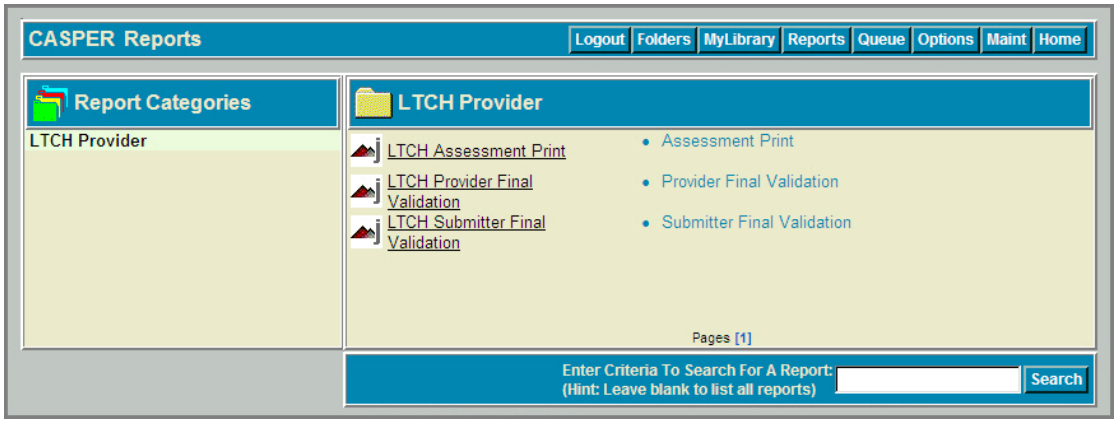
LTCH SUBMITTER FINAL VALIDATION REPORT

For the instances when the QIES ASAP system cannot produce the system-generated LTCH Provider Final Validation report or include all records on the system-generated LTCH Provider Final Validation report, you can request an LTCH Submitter Final Validation Report in order to determine why the QIES ASAP system could not process these records.

The following steps identify how to request and view the LTCH Submitter Final Validation report:

1. Log into the CASPER Reporting application with your user ID and password (Figure A-5, above). This is the same user ID and password that you use for LTCH CARE File Submissions.
2. Select the **Reports** button. The **CASPER Reports** page (Figure A-8) is presented.

Figure A-8. CASPER Reports Page

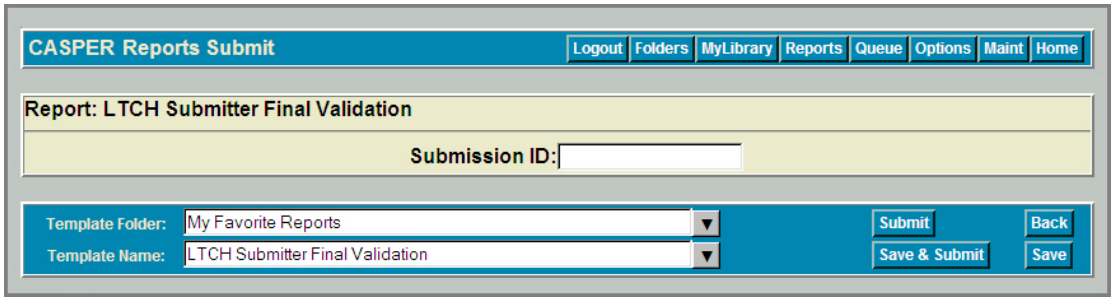


The LTCH Provider report category is displayed by default. Links to the LTCH Provider reports available to you are listed in the right-hand frame.

NOTE: Only those report categories to which you specifically have access are listed in the *Report Categories* frame.

3. Select the LTCH Submitter Final Validation link from the right-hand frame. The **CASPER Reports Submit** page (Figure A-9) is presented.

Figure A-9. CASPER Reports Submit Page – LTCH Submitter Final Validation Report



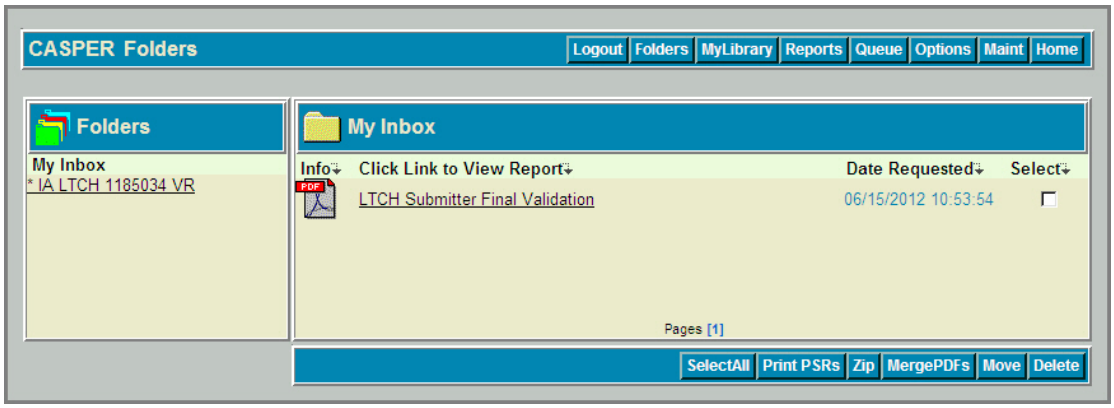
4. Enter the desired submission ID in the *Submission ID* field and select the **Submit** button.

NOTE: You may only request the LTCH Submitter Final Validation report for files submitted with your user ID. You cannot request the LTCH Submitter Final Validation report for a file you did not submit. If you request a report for a file you did not submit you get a "User must enter a valid Submission ID" message and the request is not processed.

5. When completed, the LTCH Submitter Final Validation report is placed in your *My Inbox* folder in the CASPER Reporting Application. To access this folder, select the **Folders** button. The **CASPER Folders** page (Figure A-6, above) is presented. The folders available to you, including the *My Inbox* folder, are listed along the left-hand side of the page.
6. Select the My Inbox link. The main body of the **CASPER Folders** page (Figure A-10) lists the reports that are available in your *My Inbox* folder.

   Each report name is a link with which you may open and view the contents of that report. The *Date Requested* listed for each report is the date and time that you submitted the report request.

Figure A-10. CASPER Folders Page – My Inbox Folder



7. Find and select the LTCH Submitter Final Validation report you wish to view. Open the desired report by selecting the report name link.

NOTE: When you hover your mouse pointer over the icon to the left of a report name, the submission ID for which that report was run displays briefly.

Listed below are several of the severe errors for which the QIES ASAP system **cannot** produce a system-generated LTCH Provider Final Validation report. These errors are reported only on the LTCH Submitter Final Validation report:

- -901 Invalid Zip File
- -902 Invalid XML File
- -904 Invalid XML File Format
- -1021 Invalid Fac_ID

NOTE: While the severe errors listed above are common, it is not a comprehensive listing. To view a complete listing of errors, please refer to Section 5 of the LTCH CARE Submission User's Guide available on the **CMS LTCH CARE System Welcome** page.